

# 7 STEPS FOR SMES TO BECOMING GDPR COMPLIANT

The General Data Protection Regulation (GDPR) is the EU's new legislation to protect the personal data of EU citizens. A failure to meet the GDPR's standards by 25th May 2018 could lead to fines of up to €20 million or 4% of your global annual turnover.



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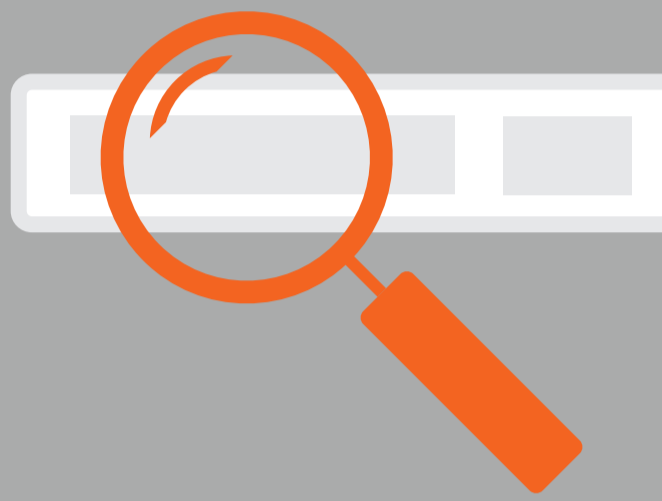
## MAP YOUR DATA!

Understanding where your data is held, where it came from and who has access to it is a vital first step to compliance. Every piece of personal information held by your business needs to be identified.

## MAKE YOUR DATA ACCESSIBLE

Set up processes to make sure you can handle an increase in Subject Access Requests (SARs) in the timeframe required by the GDPR. This is used by individuals who want to see a copy of the information an organisation holds about them - and the 'right to be forgotten', which may require you to identify and erase all of an individual's data.

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## REVIEW YOUR CONSENT PROCESSES

To collect data from your customers they must be aware of it and give you permission to do so.

## ACQUIRE CONSENT FROM PARENTS AND GUARDIANS

Put systems in place to collect age verification and consent from parents or guardians for processing the data of under 18s.

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## REVIEW DATA PROCESSING PROCEDURES

It's vital that you have a legal basis for processing data and you can provide your supervisory authority with proof.

## REVIEW YOUR PRIVACY NOTICES

Businesses now have an obligation to make individuals aware of their rights under the GDPR as part of the data collection process in jargon-free terms.

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## REVIEW BREACH NOTIFICATION PROCEDURES

Businesses will have to comply with strict new laws around reporting theft or loss of personal data under their control. Any such loss must be reported to the national data protection authority (in the UK, the ICO) within a maximum of 72 hours, and preferably within 24.

